

**Louisiana Department of Public Safety and Corrections
Victim/Witness Notification Request Form**

As an individual affected by the criminal acts of another person, you have a right to participate in the criminal justice system. If the individual who committed the crime has been sentenced to state custody and you want information about his status or the Department's policies and programs or your rights and responsibilities, you may contact the Crime Victims Services Bureau. You may also consult the agency's web site at www.doc.louisiana.gov.

If you would like to register to be notified should the inmate who committed the crime that involved you make a successful court appeal, be furloughed, be released to the community on work release or parole supervision, escape, or be scheduled for a parole or pardon hearing, complete this form and mail it to the address below.

Your request will be kept confidential.

**Crime Victims Services Bureau
P.O. Box 94304, Baton Rouge, LA 70804-9304
Telephone Numbers: in Baton Rouge area - 342-6223; long distance, toll-free – 888-342-6110**

To receive notification as agreed, you must maintain a correct address and/or telephone number with the Bureau.

Person requesting notification: _____ Name of direct victim (if not the same) _____

Address: _____ Telephone No. H
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_____ W
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You are (check one): _____ Direct victim of offense _____ Witness to offense _____ Parent/Guardian of victim
_____ Other (explain): _____ Relationship to inmate (if any):

Inmate's name: _____ Inmate's DOC #

Inmate's DOB: _____ Offense**

** If the offense was a sex offense, was the victim under age 18 at the time the crime was committed?

_____ No _____ Yes If Yes, give victim's DOB (/ /) & age at the time of the crime:

Length of Sentence: _____ Date of Sentencing:

Parish of Conviction /Judicial District/and Court Docket No.:

Are you or any of your family members employed by the Department of Public Safety and Corrections at a state prison? If yes, please indicate which facility: _____

A 24-hour inmate locator service is available through the Louisiana Automated Victim Notification System (LAVNS). Call toll free 866-528-6748 or go to www.vinelink.com.

------(for agency use)-----

Date	request	received	in	DPS&C:	_____	By	whom?
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